**Job Description**

**JOB TITLE:** School Psychologist

**DEPARTMENT:** Special Education

**REPORTS TO:** Director of Accountability & Program Improvement

**WORK LOCATION:** Ionia County ISD/Local School District of Assignment

**WORK SCHEDULE**: 186 days; work hours vary

**SALARY SCHEDULE:** Salary and benefits in accordance with Master Agreement for

professional staff

**REPLACEMENT QUALIFICATIONS:**

* Master’s Degree in school psychology, or equivalent, with approval by Michigan Department of Education as a school psychologist
* Demonstrates expertise in evaluation and intervention (both academic and behavioral)
* Interpersonal skills that promote positive professional relationships with students, parents, staff, and community
* Knowledge of child development, curriculum, and the roles of community agencies

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Administers appropriate psychometric tests upon referral and within established guidelines
* Submits thorough and concise written reports of assessment results to appropriate personnel in a timely manner
* Provides meaningful interpretation of assessment results and observational findings to parents and appropriate school personnel
* Engages in collaborative consultation with school personnel and families to provide meaningful input relative to student placement, services, intervention strategies, and educational programming
* Takes an active role in completion of Functional Behavioral Assessments and development of Behavior Intervention Plans
* Serves as chairperson of the MET committee when a student is presently identified, or suspected of being identified, as having a Specific Learning Disability, Cognitive Impairment, Autism Spectrum Disorder, Emotionally Impairment, Other Health Impairment, Severely Multiple Impairment, or Traumatic Brain Injury
* Participates in, and occasionally assists in the organization of meetings, committees, and special functions
* Assists in screening of students who may be placed in center special education programs
* Participates in Instructional Consultation Teams when appropriate
* Maintains positive and open communication with parents, staff, and administration
* Conducts one’s self in a professional manner and maintains a positive image during the work day and at all work-related activities
* Abides by all District policies and procedures and demonstrates competencies specified in the Michigan Special Education Rules and Regulations
* If applicable, the employee is responsible for maintaining all licenses, certificates, etc., and submitting to Business Office prior to expiration date of said document.
* All other related duties as assigned by the immediate supervisor
* Regular and consistent attendance

**Other knowledge, skills and abilities:**

* Strong interpersonal and communication skills
* Ability to interpret, comprehend, and follow oral and written instructions in order to perform duties described above.
* Strong organizational skills and the ability to work independently
* High level of discretion and integrity

***The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.***

**LANGUAGE SKILLS:**

Ability to effectively present information and respond to questions from groups of administrators, staff, student, parents, and the general public. Communicate clearly and concisely both orally and in writing.

**MATHEMATICAL SKILLS:**

Basic math skills are required.

**REASONING ABILITY:**

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, bend, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must also be able to lift and carry testing supplies from one location to another.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The primary work environment will be in a school building. The employee’s individual work space may vary depending on availability of space in the building. Shared office spaces are sometimes necessary. The noise level in the work environment varies. Employees are frequently required to interact with the students, staff, administration, and parents.

**TRAVEL:**

The employee will be expected to travel to the Intermediate School District, Local District school buildings of assignment, professional development conferences/trainings, and to other events as necessary.

**EVALUATION**

Performance will be evaluated by the immediate supervisor in accordance with provisions established by administration/contract.

Approved By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor

Received and Agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

Revised 8/2018